

**Dates and deadlines for students of the master degree program  
Electrical Engineering in the winter semester 2022**

**Dates and deadlines**

- **Registration for written examinations: up to 14 days before the written examination** (unisono calculates to the exact time!).

**Registration for oral examinations** (online registration in unisono and subsequent agreement on the date with the examiner): **seven days before the date of the oral examination at the latest.**

- **Regular withdrawal from the examinations: seven days before the date of examinations at the latest.**

The deadlines mentioned are **hard**; registration after the deadline is only possible in **justified cases of hardship**. The application should be submitted in written form to the responsible examination board via the examination office. The examination board must approve the application.

Please note **different deadlines** for the registration of the examinations organised by other departments or faculties. Please contact the responsible examination office of the organising department/faculty for more information.

**1) Registration for study achievements and examinations**

With the exception of the final thesis, free attempts and third attempts students have to register for the examinations and other academic achievements online via unisono. Academic achievements have an ending "-S" (e.g. "4ETMA104-S1").








**Students have to register for every examination and academic achievement via unisono in advance.**

If your registration is successful, you will automatically receive a message from the unisono system. If your registration is not successful, please contact the examination office immediately.

**Academic achievements shall not be booked in unisono without a registration.**

A registration for an examination or a study achievement is **not** linked to a registration for the corresponding lecture, laboratory or an exercise. Students have to register for lectures, laboratories, exercises and the respective academic achievements and examinations separately via unisono.

For example:

|   |                                       |                    |              |
|---|---------------------------------------|--------------------|--------------|
|  | Signals and Systems Module            |                    | 4ETMA200     |
|  | Signals and Systems I (Vorlesung)     | Lecture Group      | 4ETMA200-VG1 |
|  | Signals and Systems I                 | Lecture            | 43NTS1000V   |
|  | Signals and Systems I (Übung)         | Lecture Group      | 4ETMA200-VG2 |
|  | Signals and Systems I                 | Lecture            | 43NTS1100V   |
|  | Signals and Systems I                 | examination        | 4ETMA200-P   |
|  | Studienleistung Signals and Systems I | Course Achievement | 4ETMA200-S   |

## 2) Registration for written examinations

Registration for written examinations is possible online until **14 days before the respective written examination** (unisono system calculates the time exactly according to the beginning time of the examination!). If a registration via unisono is not possible due to technical reasons, please contact the examination office immediately. It is helpful to make a screenshot of a failure message.

A withdrawal from an examination due to significant reasons is possible according to § 18 of the framework examination regulations of the university of Siegen from 03-07-2019.

## 3) Registration for oral examinations

Registration for oral examinations (online via unisono) must be made at least 7 days before the examination date, better well in advance.

Once a registration in unisono in due time is done, students must arrange an examination date with the responsible examiner.

If the examination can't take place until the following semester, please deregister in the current semester and register in the new semester.

## 4) Free attempts

Free attempts can't be registered via unisono. They must be registered by e-mail or a regular mail to the examinations office. Please use the form "[Registration for examinations that can't be registered in unisono](#)".

A maximum of 3 examinations which have not yet been repeated in accordance with § 12 Paragraph 5 RPO-M and which have been taken within the standard period of study can be

evaluated and repeated as a free attempt upon application by the student to the Electrical Engineering examination board. This means that a free attempt can only be done after the first attempt.

An oral examination must be repeated within six months, all other examinations at the next possible date; otherwise, the right to the free attempt is forfeited. An oral examination date must be requested by the student from the examiner.

A second free attempt for the same examination performance is excluded.

An examination that has been declared failed due to irregular behavior, in particular an attempt to deceive, cannot be counted as a free attempt.

## **5) Study achievements and prerequisite achievements for examinations**

Students should enquire about possible study achievements or prerequisite achievements at the beginning of the semester. These achievements have to be registered for in unison. The respective lecturer will announce the deadlines for the registration.

Should a study achievement or a prerequisite achievement not be completed while registering for an examination, students might nevertheless be able to get registered for the respective examination in unisono. However the examination can only be done provided the corresponding achievements are successfully completed.

## **6) Regular Regular withdrawal from examinations / withdrawal due to a sick note**

A regular withdrawal from examinations is possible in unisono up to 7 days before the examination date. Please note that the unisono system calculates this deadline based on the actual time of the exam.

In case of an illness please provide the examination office with the medical certificate together with the "[withdrawal form](#)" by e-mail as a PDF or by the regular mail within three working days after the relevant examination date. If submitted by regular mail, the date of the postmark is valid.

## **7) Deregistration from examinations and all other academic achievements at the end of the semester**

Registered oral examinations, prerequisite achievements and all other academic achievements which can't be done or completed in the registered semester must be deregistered no later **than 8 days before the end of the semester. These** registrations shall not be transferred to the following semester and thus it shall no longer be possible to deregister or re-register in the following semester. **In this case you shall automatically be given a "not appeared" (NE) (for graded performances this means a grade of 5.0 "failed").**

## **8) Theses**

A Master's thesis can only be registered if all the compulsory modules have been successfully completed, at least 60 credit points have been achieved and there is no registration for the last attempt in any examination.

Please inform yourself in good time about the exact registration procedure at the examination office. Further details can be found on the homepage of the examination office.

## **9) Third attempts**

A third examination attempt is usually conducted in the form of an oral examination.

Third attempts have to be registered through the examination office. Please submit the application form "[Registration for examinations that cannot be registered via unisono](#)" to the examination office. The responsible chair should be informed about the last attempt particularly.